

# Set Up Classes that Meet Multiple Days at Different Times

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When creating a class, Jackrabbit allows you to select multiple days of the week that a class meets but it assumes that the class is held at the same time each day. What if your class on Monday meets at 4:30 pm, and the same class on Wednesday meets at 7:30 pm? How should you set up these classes in Jackrabbit?

Using our example above, you would have to create separate classes for each day and time:

- One class that meets on Mondays at 4:30 pm
- One class that meets on Wednesdays at 7:30 pm

Name the class in a way that helps families know there is a set of classes they should enroll their students in. For example, *Advanced Tumbling - Mon - 4:30 pm - Class 1 of 2* and *Advanced Tumbling - Wed - 7:30 pm - Class 2 of*

2.

In the *Description* field on the Summary tab of each **Class record**, include details explaining that the class is part of a set of classes and students must enroll in all classes. For additional instructions, check out the Help section on **Classes/Lessons**.

Creating a class for each day allows you to see the classes on your **Activity Calendar** on the correct day and in the proper time slot. This is most helpful to make sure you haven't double-booked any of your rooms or instructors.

## Tuition Settings for the Classes

Since the classes are counted separately in Jackrabbit, assign the full *Tuition Fee* to one class (e.g. Monday) and enter zero as the *Tuition Fee* for the second class (e.g. Wednesday).

- If you offer multi-class discounts, set the Monday class with a discount rule and the other with no discount.
- If you prorate tuition, prorate only the Monday class.

These settings will ensure you are not over-discounting or over-prorating tuition. For more details, check out the Help article **Posting Tuition Fees**.

## Enrollment for the Classes

After your classes are created with the correct settings, encourage parents to enroll

their students from the [Parent Portal](#). You may have some parents who forget to enroll in the 2nd or 3rd class. Office staff can enroll students in additional classes as needed. It is always best practice to review enrollments and confirm students are in the correct classes.

Note: Be mindful of search criteria when using enrollment reports. If these classes are included in the search criteria, enrollment numbers will be skewed as they account for the student's enrollment for each class.

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